



Special Educational Needs Information

Supporting children when changing schools

We aim to make times of transition as easy as possible for the children in our school.

When starting at our school we can offer:

- A meeting with the child and their parents to talk about their needs and answer any questions about our school
- Communicate with staff at the child's previous school or setting
- Provide the child with a transition book that has photographs of the key staff and areas around school, if necessary
- Read reports from people who have worked with the child
- Arrange visits to our school so the child gets to see it before they start properly
- Give any adults working with the child a one-page profile describing the things that help to support them in school

When moving to a new year group we:

- Introduce the child to their new teacher
- Provide the child with an updated transition book that has photographs of the key staff and areas around school to look at during the school holidays, if necessary.
- Talk to the child and their family so we can answer any questions they may have about the new year group.
- Give any adults working with the child a one-page profile describing the things that help to support them in school

When moving to a new school we:

- Invite teachers from the new school to the SEN Plan/Annual Review meeting
- Talk to key staff (SENCo/Head of Year) at the new school about things

that help the child to learn well and be happy at school

- Arrange extra visits to the new school with a member of staff from our school if that is what the child wants/needs
- Talk to the child and their family so we can answer any questions they may have about the new school

C Ewbank
SENCo
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